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## Notice for Health Care and Dependent Care "RA" Participants only:

The following are the specific claim receipt dates that apply for the paydays indicated. Properly completed reimbursement account claims received in the Department of Human Resources by the due dates indicated will be reimbursed on the payday listed.

<u>Due Date</u>	<u>Payday</u>
Apr 3 <sup>rd</sup>	Apr 15 <sup>th</sup>
Apr 18 <sup>th</sup>	Apr 30 <sup>th</sup>
May 5 <sup>th</sup>	May 15 <sup>th</sup>
May 19 <sup>th</sup>	May 30 <sup>th</sup>
Jun 4 <sup>th</sup>	Jun 13 <sup>th</sup>
Jun 18 <sup>th</sup>	Jun 30 <sup>th</sup>
Jul 3 <sup>rd</sup>	Jul 15 <sup>th</sup>
Jul 21 <sup>st</sup>	Jul 31 <sup>st</sup>
Aug 5 <sup>th</sup>	Aug 15 <sup>th</sup>
Aug 19 <sup>th</sup>	Aug 29 <sup>th</sup>
Sep 3 <sup>rd</sup>	Sep 15 <sup>th</sup>
Sep 18 <sup>th</sup>	Sep 30 <sup>th</sup>

Claims received by the above due dates will allow sufficient processing time to meet the established payroll run schedule. There are two workdays from the reimbursement account claim cut-off date until payment information must be sent to the payroll system. During this period claim verification, entry and processing must occur. This is an intense work period. Since most claims are received on or near the cut-off date queries asking for verification that a particular claim has arrived can not, out of necessity, be answered by available staff. Attempting to answer such queries stops the input process and jeopardizes the entire claim payment schedule. We appreciate your understanding and encourage participants to forward claims in a timely manner. Thank you for your consideration.

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